

# **NC Military Affairs Commission**

## **FY 2016- 2017 Grant Funding Application**

### **Background**

The North Carolina Military Affairs Commission (NCMAC) provides recommendations to the Secretary for Military and Veterans Affairs, the General Assembly, and other stakeholders for measures the state should implement to ensure that our military resources maintain their standing as the premiere assets supporting the defense of our great nation. The NCMAC is authorized to examine a myriad of elements to ensure our military resources are not just maintained, but strengthened. This includes protection against encroachment to our installations, identifying and supporting infrastructure projects critical to those installations and surrounding communities, meeting demands for safe and affordable housing and first rate education, aggressively pursuing meaningful economic development opportunities for our partners in the defense industry, providing superior support for military members and their families and fully integrating our talented military retirees and veterans into our workforce.

### **NCMAC Goals:**

- Support and enhance North Carolina's existing military installations and missions.
- Increase the economic impact of the military and defense industry in North Carolina.
- Improve the quality of life for Uniformed Service members, Veterans, and their families.
- Provide legislative and state agency coordination for military-related issues.

### **Purpose of Community Grant Program:**

The NC Department of Military and Veterans Affairs (DMVA), with the NCMAC's recommendation, may use funds allocated from the Military Presence Stabilization Fund ("The Special Fund") to provide grants to local communities or military installations for projects designed to strengthen the State's posture when the Department of Defense (DoD) reviews, realigns, and reorganizes its National priorities. Projects can be leveraged to promote, preserve, or enhance military missions and installations in North Carolina. The NCMAC strives to support locally-driven strategies that support the NCMAC's goals and build on regional and State assets to spur a thriving and prosperous military presence within North Carolina.

### **Criteria**

- A. The NCMAC shall consider providing resources for initiatives that support, sustain, protect, and enhance North Carolina's military communities or installations.
- B. All grant contracts are for periods of no longer than one year. Project extensions shall be considered on a case-by-case basis and applicants shall request an extension in writing.
- C. Local matching funds are not required. Cash and In-Kind matches shall be evaluated on a pro rata and/or per capita basis based on the requesting organizations' ability to contribute.
- D. Projects shall improve the military value of the installation or the local communities'

ability to support the military and military families. Projects shall have a clearly defined, measurable outcome in support of the NCMAC mission and goals.

### **Process**

- A. Applicants for NCMAC grant consideration shall:
  - 1. Obtain support of a NCMAC member as a project sponsor.
  - 2. Submit a NCMAC Project Application (Attachment A), a Budget and Financial Report Form (Attachment B) and a Project Timeline with Milestones (Attachment C) to the DMVA, no later than 11:59 PM EDT on **August 5, 2016**.
- B. When scheduled, the applicant must be prepared to present the project proposal upon request to the Community Grant Selection Committee (comprised of selected members of the NCMAC and staff of the DMVA). This Committee shall screen and recommend proposals for presentation to the full NCMAC for submission to the Secretary of Military and Veterans Affairs for approval.
- C. Approval requires a majority vote at a full NCMAC meeting pursuant to the NCMAC's by-laws.

### **Ineligible use of funds**

All expenditures shall be in accordance with the State of North Carolina's requirements, rules, and regulations up to the sum of two hundred thousand dollars (\$200,000) and may be used to provide grants to local communities and/or military installations. These funds shall only be used for actual project expenses and shall not be used to pay for lobbying, salaries, travel, or other administrative costs.

### **Contracting**

- A. DMVA is the contracting authority in support of the NCMAC.
- B. The contract administrator shall be the DMVA.
- C. Payments shall be made on a reimbursement basis, in accordance with the contracted performance and reporting timeline.
- D. Contracts shall begin on the state fiscal year – July 1st – or as soon thereafter as possible.
- E. The Special Fund created for the Community Grant Program may permit the expenditure of funds past June 30, 2017. However, any extensions past this date shall require approval by the NCMAC and DMVA.

### **Reporting Requirements**

- A. Reports will be required quarterly determined by the length of the contract in accordance with the DMVA reports schedule.
- B. DMVA will report each project's progress to the NCMAC at least quarterly during the NCMAC meeting. The progress report will include how funds have been expended and what has been accomplished during the quarter.

### **Guidance to Applicants**

- A. Applicants shall obtain support of a NCMAC member as a project sponsor. Once support is obtained, the applicant may submit funding application directly to DMVA via email with and copying the NCMAC Chair and vice chair.

- B. Applicants shall submit a draft press release announcing the grant award.
- C. NCMAC is not authorized to provide grants or cooperative agreements to individuals or to for-profit entities.
- D. No later than **August 11, 2016**, the DMVA will notify the applicant to appear at the **August 16, 2016** NCMAC meeting to make an in-person presentation.
- E. Presentations will include the proposal, clear support of the criteria listed above, details of the project, funding requested, expected return on investment and clearly defined, measurable outcomes in support of the NCMAC mission.
- F. Presentations are limited to a maximum of 15 minutes.
- G. Upon conclusion of the presentations, the NCMAC members may render decisions concerning selection and grant amount for recommendation for approval to the Secretary of Military and Veterans Affairs. Selection requires a majority vote in accordance with NCMAC by-laws.

### **NCMAC FY 2016-2017 Grants Timeline**

<b>July 14, 2016</b>	Release of FY 2016-2017 Grant Funding Application.
<b>August 5, 2016</b>	Deadline for grant application submissions to the DMVA.
<b>August 8 - 11, 2016</b>	Review of Applications: DMVA staff reviews all applications for eligibility. Community Grant Selection Committee (CGSC) reviews all eligible applications and provides a recommendation of priority and grant amounts to the NCMAC Executive Steering Group (ESG). NCMAC ESG reviews recommendations from CGSC and requests presentations from selected grant applicants at the next meeting of the full NCMAC.
<b>August 16, 2016</b>	Presentation by selected grant applicants at full meeting of the NCMAC. NCMAC will decide final recipients and amounts for FY 2016-2017 grants for submission for approval by the Secretary of Military and Veterans Affairs.
<b>August 17, 2016</b>	FY 2016-2017 Community Grants announced.

For questions and application submissions email [NCMAC\\_Grants@doa.nc.gov](mailto:NCMAC_Grants@doa.nc.gov)

## Attachment A

### NCMAC Community Grants Program Project Application

All applications shall contain the project information in the format below:

**1. Project Title:**

**2. Applicant:**

Organization name:

Name of Primary Contact:

Title:

Address:

City:

State:

Zip:

Telephone:

Fax:

Email:

Website:

Grant Manager Information (if different from above):

Name of Grant Manager:

Title:

Address:

City:

State:

Zip:

Telephone:

Fax:

Email:

**3. NCMAC Sponsor**

**4. Project Criteria (check all that apply and describe):**

\_\_\_ Is there a clearly defined, measurable outcome?

\_\_\_ Does this project meet the goals listed in the NCMAC Strategic Plan?

\_\_\_ Does this project increase the military value of the installation?

\_\_\_ How does this project benefit the community?

\_\_\_ Are there long term benefits from this project?

\_\_\_ Is this project leveraged by other funding?

**5. Summary of Project: (Use separate pages and include the following):**

Must include the following:

- a. Project description
- b. Objectives
- c. Deliverables
- d. Direct correlation to NCMAC criteria and expected benefit to the state (ROI)
- e. Performance measures
- f. Budget and Financial Reporting form (Attachment B)
- g. Plan of Action form (Attachment C)
- h. Is this project related to a JLUS recommendation?
- i. Describe how this project is related to the NCMAC Strategic Plan

**6. Funding requested from the NC DMVA:**

Budget Totals and Financial Assistance Requested: Provide information from Summary Budget.

Application Budget Total:

1. **DMVA Grant Assistance Requested** \$ \_\_\_\_\_

2. **Local Contribution** \$ \_\_\_\_\_

**Local Cash:** \$ \_\_\_\_\_

Other Cash (source): \$ \_\_\_\_\_ Funding Source: \_\_\_\_\_

Local In-Kind \$ \_\_\_\_\_

**TOTAL COST** \$ \_\_\_\_\_

**7. Project relation to other local/state/federal budgets:**

Circle one: related / not related If “related,” explain how

**8. Amounts of other leveraged funding/ contributions:**

Federal\_\_\_ Local\_\_\_ Other \_

State \_\_\_ Private \_\_\_\_\_

**9. Estimated length of project:**

Start date \_\_\_ End date \_\_\_\_\_

(Note: Projects should be accomplished within one year of contracting. If the project is expected to take longer than one year to complete, then the applicant should justify the longer time period.)

**10. Proposed Summary Budget: The form below shall be completed and included with application.**

	Grant Assistance Requested	Local Cash Contribution	Local In-Kind Contribution	TOTAL
Grant Costs:				
TOTAL BUDGET	\$	\$	\$	\$

**Additional Project Tasks**

NOT Included in this Proposal

Additional Project Cost

\_\_\_\_\_  
\_\_\_\_\_

\$\_\_\_\_\_  
\$\_\_\_\_\_

TOTAL ADDITIONAL COST \_\_\_\_\_

\$\_\_\_\_\_